

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 10 December 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 50, Week of 3 - 9 December, 1957

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1. Numbers in Clerical Induction Training. During the week of 3 December there were  people in Clerical Induction Training. Of these  were entering for the first time.

2. Numbers in Clerical Orientation Training. There were  people in Clerical Orientation for the week of 3 December.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 3 December were as follows:

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	Tested	Qualified	
Shorthand	<input type="text"/>	<input type="text"/>	25X1
Typewriting	<input type="text"/>	<input type="text"/>	25X1

4. PP Training Office, Conferred with Clerical Training Instructors. In the 4 December 1957 Operations Support portion of the weekly report, the suggestion was made that  PP Training Office, follow up the conference she had with  on the Ops Support coverage of Agency correspondence by conferring with Clerical Training instructors on the same subject. Accordingly,  met with  Chief of Clerical Refresher, and  of Clerical Orientation Training. In order to provide more comprehensive knowledge of Agency correspondence procedures, it was suggested that the basic handbook, Correspondence Style and Procedures, be made available to all clerical personnel in DDP. It was felt that this handbook would clarify any problems concerning the general principles and format of Agency correspondence. It was interesting to note that during this conference, the problems of correct English usage were discussed and the need for greater emphasis on a better knowledge of grammar and punctuation was stressed. To help  further in this survey, she was given material pertinent to this discussion.

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